INDICATOR 11 and 12 Data Submissions Guide

South Dakota Department of Education
800 Governors Drive
Pierre, South Dakota 57501

TABLE OF CONTENTS

HOW TO LOGIN

1. Login: **https://apps.sd.gov/DP42LaunchPad/Logon.aspx**
   - Login information was sent to your district Special Education Director.
   - Password will need to be changed when you log in for the first time.

Launchpad 2013

Launchpad Applications for State of South Dakota

Logon Name:	
User Password:	

Submit

System is to be used by authorized personnel.
Usage is logged.

2. Enter the application "DE67IND11And12"

Launchpad 2013   Last Logon: 5/13/2015 8:12:16 AM

Launchpad Applications for State of South Dakota

Applications   Production Internet Applications

Change   DE67Ind11And12
Password

About

HOW TO UPLOAD CALENDAR

1. Select the year you are submitting from the drop down
2. Choose the district you are submitting for from the drop down
   - Only Cooperatives who submit for several districts will have more than one district listed

3. Select "Action" and it will bring down a new menu of options

4. Upload Calendar

    a. Select "Calendar"

    b. Select "Browse" and find the location of the calendar on your computer. Then select upload.

Once you have uploaded the file will appear.
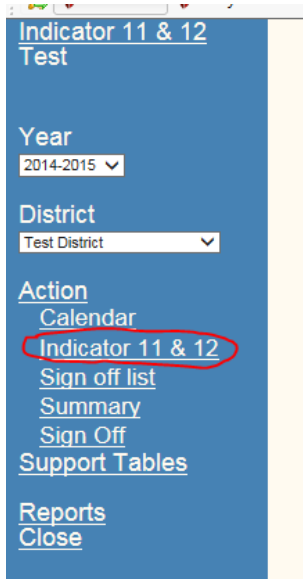
HOW TO UPLOAD EXCEL SPREADSHEETS

- Please be sure you have downloaded the most current spreadsheets for Indicator 11 & 12. Both spreadsheets have been updated.
    - If you are copying and pasting into the new spreadsheets make sure columns are the same and the data in each column is the same. (Ind 11 – Eligibility options changed – you may want to enter that information manually after upload)

1. Select "Indicator 11 & 12
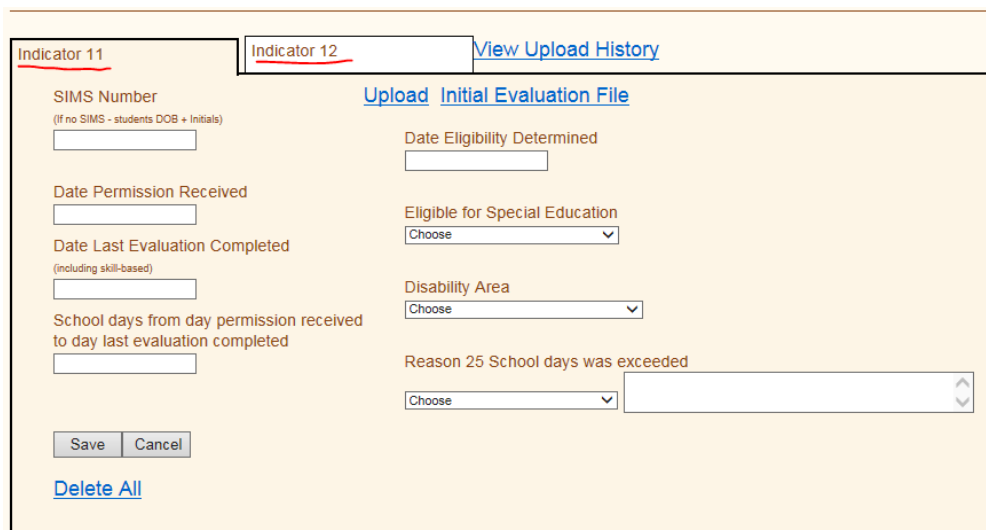
2. Select the Indicator you are uploading. The Indicator tab you are working in will be yellow.

3. Select "Upload"

4. Select "Browse" in the pop-up box and locate your file on your computer
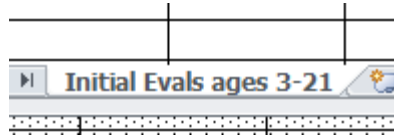
a. Type in Sheet name

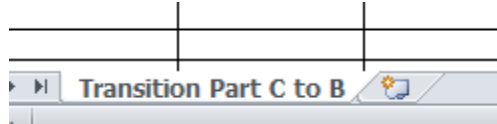> Sheet name is the "tab name" on the spreadsheet
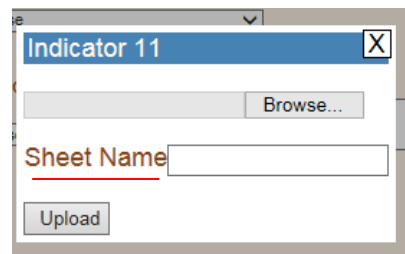
> Indicator 11 sheet name:

> Indicator 12 sheet name:

b. Select "Upload"

Indicator 11 Upload:

			SIMS	Date Permission Received	Date Last Eval	School Days	Date eligibility determined	Eligible	Disability	Reason 25 Days exceeded	Other
	📝	🗑	EX1: SIMS	09/07/2014	09/30/2014	18	10/15/2014	Yes	0550 - Speech/Language Impairments		
✔ ✗	📝	🗑	EX2: SIMS	02/16/2015	04/26/2015	48	05/03/2015	Eligible, Parent Declined Services		Poor Scheduling	No permission to extend timeline received, evaluator was on maternity leave

- The names will appear at the bottom
  - You can then click on the paper/pencil to edit or the trash can to delete the entry
  - If you need to delete entire upload go to the "delete all" link above
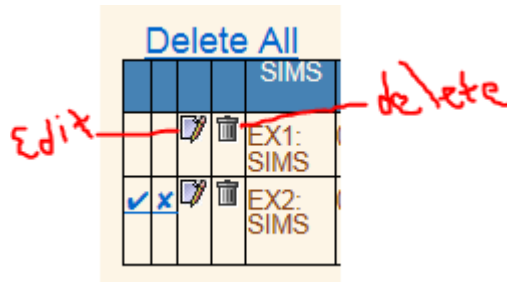
Indicator 12 Upload:

- A list of students who are receiving services and turned 3 during the reporting year July 1 to June 30 has been uploaded for you. If the students are on your spreadsheet or you did not initiate the evaluation process you can "delete all" prior to uploading. You can also delete the students individually. Or you can complete the missing columns with the information you have collected.
- If you get an error message on Indicator 12 that says "SIMS number already exists" and do not see a duplicate one please click "edit" and then "save." This should resolve the issue.

ENTERING STUDENTS INDIVIDUALLY

Indicator 11

Fields to be completed. All fields are required *unless* student does not qualify or moves.

   a) SIMS or DOB+Initials
   b) Date Permission Received
   c) Date Last Evaluation Completed
   d) Days between Permission and last Eval Date
   e) Eligibility meeting date
   f) Eligible for Special Education (Drop down: Yes, No, Eligible Parent Declined Services, Student Moved)
   g) Disability Category
   h) Reason over 25 days
   i) Other

   The system will give you an error if a field is required that you have not completed.

Indicator 12

Fields to be completed. All fields are required **unless** student does not qualify or moves.

    a) Last, First Name
    b) Date of Birth
    c) SIMS or DOB+Initials (ex. DOB+Initials = 05/21/12ET)
    d) Date Permission Received
    e) Date Last Evaluation Completed
    f) Days between Permission and last Evaluation Date
    g) Eligibility meeting date
    h) Eligible for Special Education (drop down: Eligible, Not Eligible, Eligible Parent
        Declined Services, student moved,
    i) Disability Category
    j) Date of IEP Meeting
    k) Date Services Begin
    l) Reason over 25 days
    m) Other

The system will give you an error if a field is required that you have not completed.

HOW TO VIEW DISTRICT SUMMARY

Indicator 11

This provides the district with a summary of the number of students who were eligible, not eligible, or those who did not meet compliance for Indicator 11 25 day timeline.

	Description	Count
⊞	Eligible within 25 school day(<26 and disability category)	1
⊞	Not Eligible within school day(<26 and no disability category)	0
⊞	Those over 25 school day(> 25)	2

If you expand the plus sign, each student is listed under each and you can click on the SIMS number to see the information submitted for that student.

		Description	Count
⊟		Eligible within 25 school day(<26 and disability category)	1
	🗒	EX1: SIMS	
⊟		Not Eligible within school day(<26 and no disability category)	0
⊟		Those over 25 school day(> 25)	2
	🗒	EX2: SIMS	
	🗒	DOBInitials	

Indicator 12

HOW TO SIGN OFF

All errors must be fixed or you will not be allowed to sign off.

1. Click on "sign off" on menu bar

2. Choose the Indicator you want to sign off on and complete the boxes
3. Once you have entered name, title, and email you can click "sign off" at the bottom

- You will need to sign off on each indicator individually.
- The contact for corrections will be the person who signs off.
- Once you have signed off you will not be able to change the information unless you contact SEP to open it up.

HOW TO VIEW REPORTS

1. Click on "Reports" on the menu bar and click on the paper/pencil icon.

2. A new window will open and you will select the year you want to view.

3. Then you will select "view report" on right hand side of page.

    View Report
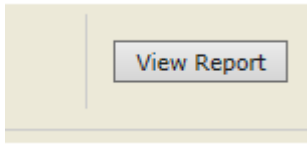
4. You will get a printout that looks like this

Target Met Report
School Year 2014-2015
District 99999

Indicator 12

A. # of evaluations completed by students 3rd birthday	1
B. # of evaluations NOT completed by students 3rd birthday	1
Total referred	3
Percentage:	66.67%

Test District did not meet 100% target

Indicator 11 & 12

A. # parent consent received	10
B. # of children whos evaluations were completed with 25 school days	9
Percentage:	90.00%

Test District did not meet 100% target

Questions or problems with the application? Please contact Wendy Trujillo at wendy.trujillo@state.sd.us or by calling (605)773.3678.